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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **PERSONNEL MANAGEMENT ANALYST II**

Announcement Number: DOA 110-22

(Competitive ~~Limited~~ Term Appointment)
APPOINTMENT WILL ONLY LAST FOR DURATION OF FEDERAL FUNDS

Open: April 27, 2022 Continuous

GENERAL PAY PLAN (GPP)

OPEN: N-01; \$45,014 P/A – N-10; \$61,796 P/A

PROMOTION: N-01; \$45,014 P/A – N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience as a Personnel Management Analyst I or Three (3) years of specialized experience as a Personnel Specialist or equivalent work and graduation from a recognized college or university with a Bachelor's degree; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Necessary Special Qualification

Possession of valid driver's license

Nature of work

This is responsible personnel management work in the administration of government-wide programs and systems under the cognizance of the Civil Service Commission. Employees in this class perform a variety of complex professional personnel management work independently on the ongoing basis.

Illustrative Examples of Work

Reviews classification and pay requests requiring the Board's action for conformance with established program requirements and for technical soundness. Provides appropriate recommendations, such as to approve the request as submitted, disapprove the request in its entirety, or modify the requested action. Participates in the conduct of salary surveys or comprehensive position classification studies and provides technical recommendations. Confers with department/agency heads and other management officials and employees on personnel and management problems; evaluates problems/situations and provides appropriate recommendations. Explains the various laws, policies, rules and regulations concerning personnel and administrative practices to management officials, personnel agencies and employees in the three branches of government. Reviews and post audits personnel transactions effectuated by the various personnel agencies to insure compliance with pertinent laws, rules, policies and other governing regulations; recommends corrective action in accordance with the statutory authority and power of the Commission where violations are noted. Conducts research and investigates conditions of government employment and reports findings and recommendations. Reviews discrimination and other complaints, grievances and appeals filed by employees and/or the public and decide on the procedures to be followed. Conducts necessary investigations and reports on findings and recommendations. Reviews the Affirmative Actions Plans of the various departments/agencies for conformance with program requirements and guidelines; recommends appropriate action to be taken in cases where non-conformances are noted. Participates in the conducts of seminars, workshops and orientations concerning the various programs and functions of the Commission. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices and techniques of public personnel administration in the various specialty areas, such as position classification and pay administration, recruitment and staffing, labor relations. Knowledge of the principles and techniques of management and administration. Ability to collect, analyze and draw valid conclusions from information and facts relating to personnel management programs and functions of the government. Ability to evaluate and recommend management and administrative practices, rules, regulations, procedures for the purpose of improving personnel management relations. Ability to interpret and make decisions in accordance with pertinent laws, policies, rules and regulations and other program guidelines. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to prepare comprehensive reports and to present facts clearly and concisely, orally and in writing. Skill in safe operation of a motor vehicle.

PERSONNEL MANAGEMENT ANALYST II COMPETITIVE LIMITED TERM APPOINTMENT

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.



PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.